

Record of Meetings

Meeting ID	Date of Meeting	Location	Subject	Action Items
55	1/7/2002	USP 10th floor	Kickoff engagement	Immediate need to respond to Inventory worksheets and threat analyses.
39	1/8/2002	USP	System Classification Review and Threat Assessment	SSO's should email completed assessments to B. Ingwalson.
40	1/9/2002	USP	System Classification Review	SSO's should email completed assessments to B. Ingwalson.
41	1/10/2002	USP	System Classification Reviews and Threat Assessments	SSO's should email completed assessments to B. Ingwalson. VDC was unavailable - Hunt them down.
42	1/11/2002	USP	System Classification Review and Threat Assessment	SSO's should email completed assessments to B. Ingwalson.
43	1/14/2002	USP	System Classification Review	SSO's should email completed assessments to B. Ingwalson.
44	1/15/2002	bob's cube	Consolidate system classification reviews. Draft letter to Greg	Consolidate inventory sheets and submit separately from greg letter.

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37	1/15/2002	8th floor	Jan 15 status meeting	Review objectives including: established long term engagement goals
45	1/17/2002	bob's cube	Review and edit system classification inventory worksheets	submit to ED
46	1/18/2002	bob cube	prepare GISRA POA&M monthly status report	
38	1/22/2002	103B1	review of current/future activities	Access training GISRA/Self Assessments -Create Plan Risk Assessments - Obtain ED version, compare with ours Reference Guide - Review Security plans - Attend Jan 30 sec plan training POA&M - RA 4/30 - Sec Plan 6/30 - C&A 12/31

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48	1/23/2002	103B1	SSO Training kickoff and status	<p>Subjects covered:</p> <ul style="list-style-type: none"> Ed Systems Inventory & Threat Assessments GISRA POA&M Risk Assessments Security Plans C&A Personnel Clearances Issue Tracking System <p>Open Issues:</p> <ul style="list-style-type: none"> Risk Assessment plan timeline due from SSO's 2/1 ED Security Plan training 1/30
47	1/23/2002	USP	Update and review MDE CAP for GISRA POA&M	<p>Encourage expeditious completion and submission of CAP for GISRA POA&M.</p> <p>Clarified numerous CAP issues</p>
49	1/28/2002	USP 10th floor	weekly status	<p>prepare risk assessment training material.</p> <p>Prepare briefing to big ED</p>
52	1/31/2002	FB6	SP Training 800-18	<p>Determine if other guidance should be given to SFA SSOs.</p>
50	2/1/2002	USP 10th floor	Present interpretation of ED's Risk assessment to O/EDCIC	<p>Concept was accepted. Prepare complete briefing for training on Feb. 7.</p>
51	2/7/2002	USP Training	Present SFA RA methodology to SFA community	<p>Follow up with each system to ensure they are on track.</p>

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54	2/12/2002	USP - 10th	Determine availability of Rockis' IV&V contractors	Review SOW from Rockis. Potentially train several more contractors on Risk Assessment methodology.
53	2/13/2002	USP -3rd Floor	Train Adam on the Risk Assessment methodology	Adam will follow up with Jennifer Douglas to determine next steps.